

## **DRINKING WATER & WASTEWATER PROFESSIONALS**

### **Bureau of Occupational Licenses**

700 West State Street, P.O. Box 83720

Boise, ID 83720-0063

### **Board Meeting Minutes of 8/1/2018**

**BOARD MEMBERS PRESENT:** Dr Joan M Cloonan - Chair  
Brad D Andersen  
Michael S Parker  
Michael W Shepherd  
Paul D Sifford

**BOARD MEMBERS ABSENT:** Daniel J Messier  
Barry N Burnell

**BUREAU STAFF:** Tana Cory, Bureau Chief  
Dawn Hall, Deputy Bureau Chief  
Lori Peel, Investigative Unit Manager  
Maurie Ellsworth, General Counsel  
Roger Hales, Legal Counsel  
Jennifer Carr, Technical Records Specialist  
Dicsie Gullick, Management Assistant

**OTHERS PRESENT:** Shelley Roberts, Idaho Rural Water Association

The meeting was called to order at 8:33 AM MDT by Dr Joan M Cloonan.

### **APPROVAL OF MINUTES**

Mr. Shepherd made a motion to approve the minutes of May 2, 2018. It was seconded by Mr. Parker. Motion carried.

Mr. Andersen made a motion to approve the minutes of May 30, 2018. It was seconded by Mr. Shepherd. Motion carried.

### **LEGISLATIVE REPORT**

Ms. Cory gave the legislative report. The deadline to submit legislative ideas to the Governor's Office was July 13, 2018 and the deadline to submit proposed law and rule changes to the Governor's Office is August 17, 2018 for the 2019 Legislative Session.

### **INTERIM COMMITTEE: OCCUPATIONAL LICENSING & CERTIFICATION LAWS COMMITTEE**

Ms. Cory said that the Executive Order report was submitted to the Governor and Lt. Governor prior to July 1 and it has been linked on the Board's main webpage.

Ms. Cory updated the Board on the legislative interim committee on occupational licensing and certification laws. The Occupational Licensing & Certification Laws Committee met on June 22. Ms. Cory was invited to present on the process and executive order reports for the Boards served by the Bureau. It also heard from Greg Wilson, chief of staff to Lieutenant Governor Little; Albert Downs, policy specialist for the National Conference of State Legislatures; and Patrick Grace, regional manager for the Division of Building Safety.

In her presentation before the Committee, Ms. Cory noted that 29 of the 30 Boards served by the Bureau had submitted their reports. She let the Board know that all of the reports were submitted before the July 1 deadline and each Board's report has been posted to its website.

Comments by the Committee included that its efforts appeared to be on a parallel track with those of the executive order, and committee members outlined a framework where each of them would take a few reports to review with members of the Boards who wrote them. The co-chairs encouraged legislators on the committee to volunteer to review reports where they felt like they had a connection to the occupation or had constituents who serve on the Board.

The Committee set its next meeting for Tuesday, August 7. Ms. Cory said the meeting was cancelled and the Committee will notify interested parties of the rescheduled date.

## **FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of \$362,967.40 as of June 30, 2018.

## **FISCAL YEAR 2019 CONTRACT RENEWAL**

Ms. Hall presented the fiscal year 2019 contract renewal to the Board. Mr. Shepherd made a motion to approve the renewal and allow the Board Chair to sign. It was seconded by Mr. Anderson. Motion carried.

## **DISCIPLINE**

Mr. Nelson presented a memorandum regarding case number WWP-2019-1. After discussion, Mr. Shepherd made a motion to close the case with a warning letter. It was seconded by Mr. Sifford. Motion carried.

Mr. Anderson made a motion to direct the Bureau to follow up with ABC about the possibility of the test being available in other languages. It was seconded by Mr. Shepherd. Motion carried.

## **INVESTIGATIVE REPORT**

Ms. Peel gave the investigative report, which is linked above.

## **FOR BOARD DETERMINATION**

Mr. Shepherd made a motion to approve the Bureau's recommendation and authorize closure in cases I-WWP-2018-15 and I-WWP-2018-16. It was seconded by Mr. Sifford. Motion carried.

## **WATER/WASTEWATER APPRENTICESHIP PROGRAM**

Ms. Roberts updated the Board on the apprenticeship program of the Idaho Rural Water Association (IRWA). She stated that one person has already signed up for the program and there are four municipalities that are looking at the program. The first apprenticeship committee meeting had been held, and committee officers had been elected. Applications will go through the Department of Labor and IRWA, and then to the committee. IRWA is in the process of completing an orientation program and hopes to hold the first orientation in September.

Mr. Anderson added that he would like recognition given to the program and would like the Board and the Bureau to follow up with the Work Force Development Council and try to get on their agenda.

## **PROPOSED LAWS AND RULES**

Mr. Hales presented draft rule changes to the Board. He reminded the Board that the apprenticeship program is an independent, private program that the Board will either approve or deny. The Board discussed making two changes to the draft rules. Mr. Hales left the meeting to make the changes.

## **EXECUTIVE SESSION**

Mr. Shepherd made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the executive session was to consider license application materials. It was seconded by Mr. Parker. The vote was: Mr. Shepherd, aye; Mr. Parker, aye; Mr. Anderson, aye; Mr. Sifford, aye; and Dr. Cloonan, aye. Motion carried.

Mr. Shepherd made a motion to come out of executive session. It was seconded by Mr. Sifford. The vote was: Mr. Shepherd, aye; Mr. Parker, aye; Mr. Anderson, aye; Mr. Sifford, aye; and Dr. Cloonan, aye. Motion carried.

Mr. Shepherd made a motion to approve the following for licensure:

John Kaluba – BATA-22662

It was seconded by Mr. Sifford. Motion carried.

## **PROPOSED LAWS AND RULES**

Mr. Hales returned to the meeting and presented the revised draft rule changes to the Board. Mr. Sifford made a motion to approve the changes and direct the Board to take necessary steps to promulgate rules. It was seconded by Mr. Shepherd. Motion carried.

Mr. Shepherd made a motion to authorize the Bureau to update the web with the proposed rules after they are published in the bulletin and to send a postcard notifying licensees of the proposed rules. It was seconded by Mr. Parker. Motion carried.

## **OPEN MEETING LAW**

Mr. Ellsworth reviewed HB611 that made changes to the open meeting law regarding meeting notices and agendas. Changes effective July 1, 2018 included: notices and agendas must be posted online if the agency has an online presence; identification of all “action Items” must be noted on the agenda; and final action may not be taken on an agenda item added after the start of the meeting unless an emergency is declared.

## **BOARD TRAINING**

Mr. Ellsworth presented training to the Board regarding Self-Governing Boards.

## **OLD BUSINESS**

The Board reviewed the To Do List and no action was taken.

## **NEW BUSINESS**

**NEXT MEETING** was scheduled for November 7, 2018 at 8:30 AM MST.

## **PUBLIC COMMENT**

There was no public comment.

## **DISCUSSION REGARDING APPLICATION AND TESTING PROCESS**

The Board reviewed the new process for applications and testing. Members asked about how the applicants were responding and what Bureau staff thought about the process. Staff let the Board know that there has been a lot of positive feedback from all those involved. Board members added that they had received positive feedback from applicants and licensees in their areas.

## **DISCUSSION REGARDING CONTINUING EDUCATION COURSES**

Ms. Gullick asked the Board for clarification on continuing education courses. Specifically if the staff had the Board's permission to approve continuing education renewal applications that had no changes, and if staff could approve those applications that included proof of being approved in one of the following states: Nevada, Oregon, Montana, Utah, Wyoming, and Washington. The Board agreed that staff could approve courses under those circumstances, but renewal applications that included changes must be reviewed and approved by two Board members.

## **CORRESPONDENCE**

The Board reviewed correspondence from Target Solutions regarding a change in the business name. The Board directed Bureau staff to respond by asking for a renewal form to be submitted and then forwarded to the Board for review.

## **BOARD ELECTIONS**

Mr. Anderson nominated Dr. Cloonan as Board Chair. It was seconded by Mr. Parker. Motion carried.

Mr. Parker nominated Mr. Shepherd as Board Vice-Chair. It was seconded by Mr. Sifford. Motion carried.

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Mr. Shepherd made a motion to come out of executive session. It was seconded by Mr. Anderson. The vote was: Mr. Shepherd, aye; Mr. Anderson, aye; Mr. Sifford, aye; Mr. Parker, aye; and Dr. Cloonan, aye. Motion carried.

## **CE COURSES**

The following courses were approved during the Board meeting:

**KEITH SLACK**

COLLECTIONS SHORT SCHOOL - 0.3 - WW

**PRIEST ELECTRIC**

OPERATION AND MAINTENANCE OF ELECTRIC MOTORS - 0.4 -  
DW-WW

**APPLICATIONS**

Mr. Shepherd made a motion to approve the following for licensure:

COLEMAN CORY	WWPA-22618
HUDSON BRETT JONATHAN	WWPA-22632
MALMSTROM MASYN B	WWPA-22388
MCVEY LAURELEI ROSE	WWPA-22642
MCVEY LAURELEI ROSE	WWPA-22643
MEDINA SHARYL LYNN	WWPA-22719
PALMER BENTON H	WWPA-22682
PHILLIPS MICHAEL JAMES	WWPA-22628
POOLER SHANON	WWPA-22760
RAFFETTO ANTHONY JOSEPH	WWPA-22647
RANSOM HEATH CARY	WWPA-22610
SCHALL JORDAN MARCEL	WWPA-22721
THOMPSON MARSHALL	WWPA-22625
WEATHERMON DEREK J	WWPA-22663

Mr. Shepherd further moved to approve the following for examination:

901160481  
901115014  
901160220  
901160248  
901144645  
901152802  
901120788  
901143542  
901063944  
901153800  
901153800  
901154462  
901042420  
901042420  
901108271  
901132531  
901123349

901126323  
901144500  
901144500  
901125524  
901160902  
901105897  
901103443  
901119579  
901110405  
901127943  
901127943  
901039522  
901160149  
901152842  
901152842  
901113016  
901041319  
901052530  
901109383  
901160032  
901143145  
901116277  
901160586  
901160868  
901160261  
901132702  
901156977  
901054818  
901122543  
901071142  
901118752  
901132807  
901148163  
901109320  
901049108  
901136745  
901160244  
901051661

Mr. Shepherd further moved to approve the following pending additional information and review by the Board Chair:

901114113  
901160262  
901160262  
901108267

901113015  
901073592  
901136990  
901136990  
901157094  
901157094  
901160219  
901124153  
901118809  
901141452  
901160030  
901160030  
901160030  
901100124  
901127242  
901050667  
901146548  
901119290  
901160247  
901101692  
901101692  
901127943  
901141490  
901124106  
901119687  
901138130  
901156769  
901160250  
901049739  
901160244  
901159774  
901159774  
901160959

It was seconded by Mr. Sifford. Motion carried.

Mr. Shepherd made a motion to direct the Bureau to respond to the correspondence regarding endorsement applications as discussed. It was seconded by Mr. Anderson. Motion carried.

The Board also directed the Bureau to respond to an endorsement applicant by explaining to them that they can apply for a Class III license by endorsement.

## **ADJOURNMENT**



Mr. Parker made a motion to adjourn the meeting at 2:48 PM MDT. It was seconded by Mr. Sifford. Motion carried.

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Dr Joan M Cloonan, Chair

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Brad D Andersen

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Michael S Parker

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Daniel J Messier

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Michael W Shepherd

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Paul D Sifford

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Barry N Burnell

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Tana Cory, Bureau Chief